

RECORDS RETENTION SCHEDULE

APPROVAL REQUEST

STD. 72 (REV. 2-96) (FMC Electronic)

7/21/99

(1) DEPARTMENT, BOARD OR COMMISSION Department of Developmental Services		(11) APPROVAL DATE(S)		(12) PAGE NUMBER(S) REVISED
DIVISION, BUREAU OR OTHER UNIT Foster Grandparent Program/Senior Companion Program Volunteers and Program Services Section				
ADDRESS 1600 9th Street, Room 300, Sacramento, CA 95814				
CHECK THE APPROPRIATE BOX				
(2) <input type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)				
(3) <input checked="" type="checkbox"/> Revising a previous schedule. (Complete boxes 5 - 12.) A new approval number will be assigned)				
(4) <input type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (The original approval number will remain in effect.)				
(5) SCHEDULE NUMBER NEW SCHEDULE INFORMATION (If applicable)	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)	
(9) SCHEDULE NUMBER PREVIOUS SCHEDULE INFORMATION (If applicable)	(10) APPROVAL NUMBER	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED	
(916) 445-2294 or CALNET 485-2294	99-2	06/24/1999	2	19
	90-3	90-122	8/31/90	1


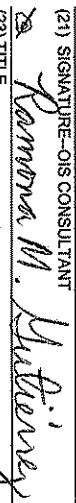
PART I-AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records (per Section 1611 of the State Administrative Manual), that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE—MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS 	(14) TITLE FG/9C	(15) DATE SIGNED 6/28/99
---	---------------------	-----------------------------

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

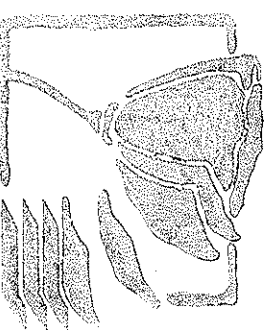
(16) SIGNATURE—RECORDS MANAGEMENT ANALYST 	(17) TITLE Records Management Analyst	(20) DATE SIGNED 6/28/99
(18) NAME (Printed or Typed) Delmira Rosas-Petiti	(19) TELEPHONE NUMBER (916) 654-2869	
PART II-DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)		
(21) SIGNATURE—OIS CONSULTANT 	(22) APPROVAL NUMBER 99-134	
(23) TITLE Records Management Consultant	(24) DATE SIGNED 7/12/99	
PART III-ARCHIVAL SELECTION (Per Government Code Section 14755)		

THE ATTACHED RECORDS RETENTION SCHEDULE:


- (25) ☐ Contains no material subject to further review by the California State Archives.

- (26) ☒ Contains material subject to archival review. Items stamped "TRANSFER TO ARCHIVES" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)

FOR ARCHIVES USE ONLY



(27) SIGNATURE—DIRECTOR, STATE ARCHIVES AND MUSEUM

 (28) DATE SIGNED
7/23/99

CALIFORNIA
STATE ARCHIVES

State of California
RECORDS RETENTION SCHEDULE

STD 73 (REV 5-90)

See instructions in SAM 1600

DEPARTMENT (1) Developmental Services	SCHEDULE NUMBER (2) 99-2	DATE (3) 6/24/99
ORGANIZATIONAL UNIT Foster Grandparent Program (FGP)/Senior Companion Program (SCP) Volunteers and Program Services Section	Page 1 of 2 (4)	
ADDRESS (number, street, city) 1600 9th Street, Room 300, Sacramento, CA 95814	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 99-134	

ITEM NO. (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)		
1	.25		Mission Statement: Foster Grandparent and Senior Companion Programs provide part-time opportunities with pay, for low-income persons age sixty and over to render supportive person-to-person services to children and adults in state hospitals/developmental centers and one community project which serve the developmentally disabled. The Volunteer Program provides opportunities for individuals from the community to provide supportive services to persons with developmental disabilities in the developmental centers. Administrative Management Records STD 72, Records Retention Schedule Approval Request and STD 73, Records Retention Schedule	P		Current			Current		Retention Criteria: State Director of FGP/SCP policy, unless otherwise noted. Destruction Criteria: Non-confidential wastepaper recycle, unless otherwise noted. Department of General Services recommended retention period. Retain as current until revised, superseded, or rescinded.
2	.25		DS 2168, Biennial Report on Records Holdings and Destruction Program Management Records	P		Current			Current		Current until superseded.
3	2	NOTIFY ARCHIVES	General Correspondence (Includes but not limited to memos and letters regarding accounting, budgets, and federal information.)	P		3 years			3 years		
4	12		Monthly, Quarterly, and Annual Reports; Grant Applications	P		3 years			3 years		Three years unless litigation occurs. Per ACTION (the federal funding agency) Grants Management Handbook for Grantees, #2650.2; and FGP Handbook, #4405.90.
5	4	NOTIFY ARCHIVES	Project Files (Includes but not limited to In-service and Advisory Committee Minutes; and monthly narratives.)	P		3 years			3 years		Same as item 4.

State of California
RECORDS RETENTION SCHEDULE

STD 73 (REV 5-90)

See instructions in SAM 1600

DEPARTMENT (1) Developmental Services	SCHEDULE NUMBER (2) 99-2	DATE (3) 6/24/99
ORGANIZATIONAL UNIT Foster Grandparent Program (FGP)/Senior Companion Program (SCP) Volunteers and Program Services Section	Page 2 of 2 (4)	
ADDRESS (number, street, city) 1600 9th Street, Room 300, Sacramento, CA 95814	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 99-134	

ITEM NO. (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)		
6	.100 Total Cubic Feet = 19		Backup diskettes for reports, etc, that are on PC	M		Active			Active		Active until superseded. The diskettes are kept as security in case PC is stolen or breaks down.